

### **General Guidelines for Continuing Education (CE) Courses:**

CE Courses must be at least 3 hours in length (excluding breaks and meals).

CE Courses approved by another health profession or health related association will most likely be approved but **do** need to be submitted to the KPTA PCC for final review and approval.

All other CE Courses need to be submitted to the KPTA PCC for review and approval.

CE courses approved by the KPTA PCC will be posted on [www.kpta.org](http://www.kpta.org).

Pre-approval of courses is recommended to insure CE credit.

### **Process for approving CE courses initiated by the “Individual Provider”:**

1. Applications for approval must be received at least 6 weeks prior to course date
2. Fee of \$100 must accompany the completed application for Approval for Continuing Education Course – Individual Provider” at [www.kpta.org](http://www.kpta.org). CE Courses approved by APTA, APTA Sections or Chapters are automatically approved, but forms must be submitted, with fee, for assignment of approval number and posting on the web.
3. Complete application and submit to KPTA office (fax or mail)
4. KPTA office reviews application and forwards appropriate application for the KPTA PCC to review
5. KPTA PCC responds to “Individual Provider” within 4 weeks of receiving application with decision
6. Approved courses will be posted on [www.kpta.org](http://www.kpta.org) within 2 weeks.

### **Process for approving CE courses initiated by a “Credential Holder”:**

1. Applications for approval must be received at least within 30 days of course completion.
2. Fee of \$10 must accompany the completed application.
3. Obtain “Application for Approval for Continuing Education Course – Credential Holder” at [www.kpta.org](http://www.kpta.org). **Note:** CE Courses approved by APTA and/or its Components and Sections are automatically approved by the KPTA Professional Competency Committee (KPTA PCC).
4. Complete application and submit to KPTA office (on line, fax, or mail).
5. KPTA office reviews application and forwards appropriate application for the KPTA PCC to review.
6. KPTA PCC responds to “Credential Holder” within 4 weeks of receiving application with decision.
7. Approved courses will be posted on [www.kpta.org](http://www.kpta.org) within 2 weeks.